



## **Recruitment Management System (RMS) Upgrade Update**

RMS HR Users,

***Please note this important change related to RMS Upgrade Website Access below.***

### **Live Site – Available April 21, 2015**

On and after the April 21, 2015 launch date, agencies must begin using the upgraded Recruitment Management System (RMS). This system replaces the current RMS and should be used to post all new jobs on and after April 21, 2015. **The website addresses to access the live sites were changed by the vendor early this morning. Please disregard the information communicated previously (RMS Upgrade Communication #8) and use these website addresses to access the upgraded RMS effective immediately.**

Internal Site (HR Site) - <https://virginiajobs.peopleadmin.com/hr> (HR Use Only - Do Not Distribute)

External Site (Applicant Site) - <https://virginiajobs.peopleadmin.com>

We apologize for this late change and any confusion it may have caused. An updated list of all website addresses will be provided to you soon.

### **Job Postings**

The job postings for Executive Branch jobs are currently being imported by the vendor into the upgraded RMS. Job postings for colleges and universities with their own PeopleAdmin systems have been imported into those systems.

Please continue to submit questions and suggestions to [rmsinquiry@dhrm.virginia.gov](mailto:rmsinquiry@dhrm.virginia.gov). We are receiving a high volume of questions. We will respond to your email as soon as possible. Thank you for your patience.